



US Army Corps
of Engineers

Transatlantic Programs Center

Area Office University (AOU)

Construction Project Management
Applied Instruction for
Construction Project Management with the
U.S. Army Corps of Engineers

RMS Overview



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Objectives



Training Objectives...

- Where to Find RMS Help and Technical Resources
- Provide an Overview of the RMS Program
- Provide Detailed Training on the Administration Tab
 - Project Status Update
 - Correspondence Management
 - Labor Standards Interviews
 - Basic Administrative Reports

Definitions...

- RMS – Resident Management System
- QAS – Quality Assurance System
- QCS – Quality Control System



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What is RMS and QCS?

The Resident Management System (RMS) and the Quality Control System (QCS) are contract administration programs designed by Resident Engineers. The systems provide an efficient method to plan, schedule, and control all aspects of construction.

The Government Staff uses the RMS program.

The Contractor Staff uses the associated QCS program.

RMS is the primary automation tool of our trade!!!

Everyone at the Resident Office level must be familiar with the RMS program. They should also be expert in their respective areas.

How can you learn more?

Where to send Contractors for help?

How do Contractors get QCS software?



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What is RMS and QCS?

The use of RMS is **MANDATORY** for all projects over \$100,000! This is effective immediately.

All MILCON projects and projects over \$1.5 million will utilize all of the salient features of RMS.

Projects between \$100,000 and \$1.5 million will utilize RMS for the following as a minimum...

- 1) correspondence management
- 2) labor standards interview record
- 3) project status updates
- 4) QA daily reports (even if not daily)
- 5) change case management
- 6) pay application processing
- 7) construction major milestones

RE's are delegated authority to make case-by-case exceptions.



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RMS Website

The RMS Center is maintained to assist field engineers, inspectors, construction representatives, contractor staff and office personnel perform their duties by providing computer programs and automation expertise to plan, accomplish, and control the daily technical and administrative functions of construction projects managed by the U.S. Army Corps of Engineers.

<http://www.rmssupport.com/rmswebhome.aspx>

Type this whole line or just the underlined portion and then... *If you are an employee of the COE using the RMS system Click Here.*



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RMS Website


Click on...
User Guides
here.

Resident Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Mail Print WYSIWYG Help

Address <http://www.rmssupport.com/rmswebhome.aspx> Go Links

 **RMS**
US Army Corps of Engineers
RESIDENT MANAGEMENT SYSTEM

Welcome Guest User --- Wednesday, June 20, 2007

Government Home	Home
Contacts	The U.S. Army Corps of Engineers is a diverse workforce of professionals. Our mission is to provide quality and responsive engineering services to the nation. History and Leadership help us meet the demands of changing times. We are a vital part of the Army. We take pride in our work!
Newsletter	Construction is what the U.S. Army Corps of Engineers is all about. Construction is the reason for our existence, whether the project is for Military, Civil Works or Work for Others.
User Guides	The RMS Center is maintained to assist field engineers, inspectors, construction representatives, contractor staff and office personnel perform their duties by providing computer programs and automation expertise to plan, accomplish, and control the daily technical and administrative functions of construction projects managed by the U.S. Army Corps of Engineers.
Software updates	The Resident Management System (RMS) and the Quality Control System (QCS) are quality management and contract administration programs designed by Resident Engineers. The systems provide an efficient method to plan, schedule, and control all aspects of construction.
Program setup	The Government Staff will use the RMS program and the Contractor Staff will use the associated QCS program.
Guide specs	The RMS <i>Project Management Plan</i> (May 2002) can be viewed or downloaded from here .
Training	
Contractor Website	
Disk of Knowledge	
Library	
Forums	
Access to District RMS	

[Please Click to read the Privacy and Security notice]

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Internet



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RMS Website

Resident Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.rmssupport.com/guides.aspx>

RMS
US Army Corps of Engineers
RESIDENT MANAGEMENT SYSTEM

Welcome Guest User --- Wednesday, June 20, 2007

Government Home
Contacts
Newsletter
User Guides
Software updates
Program setup
Guide specs
Training
Contractor Website
Disk of Knowledge
Library
Forums
Access to District RMS

Guides

The RMS and QCS Users' Guides are written to be much more than a simple "click-on-this-button-and-type-this-here" set of instructions. You will find them to be more of a learning or refresher guide than a typical training manual.

The guides are available as *Adobe Acrobat PDF*® files. You may download the *Adobe Acrobat Reader*® [here](#).

THESE FILES SHOULD BE DOWNLOADED TO YOUR COMPUTER. DO NOT ATTEMPT TO READ THEM ON-LINE (USE "RIGHT MOUSE CLICK" & 'SAVE TARGET AS')

The RMS User Guide is a summary manual for the more experienced RMS user and is intended to provide the minimum information needed to begin using and maintaining the RMS program. [RMS USER GUIDE](#)

The *QCS Users' Guide* is the guide for Contractor's using the QCS program. Download the guide here: [QCS.PDF](#)

[RMS Custom Report Writer](#)

This is an **advanced** report writer intended for users experienced with other report writers such as the one in MS Access. Please click [here](#) for more information.

RMS Users' Guide			
Date	Version	Document	PDF Format
11-24-2006	2.36	RMS Manual (2.36)	RMS Manual.pdf
09-15-2005	2.35	RMS Manual (2.35)	RMS Manual.PDF
04-02-2007	1	USACE Project Metrics	usace_project_metrics.PDF
05-02-2005	2.35	RMS-P2 PPT slides (2.35)	P2 ppt slides.ppt
03-30-2005	2.35	RMS-P2 Interface (2.35)	RMS P2 Interface.PDF

Internet

Download a PDF
copy of RMS
version 2.36 users
manual here.



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Serious RMS Help?



RMS Center Primary POC's...

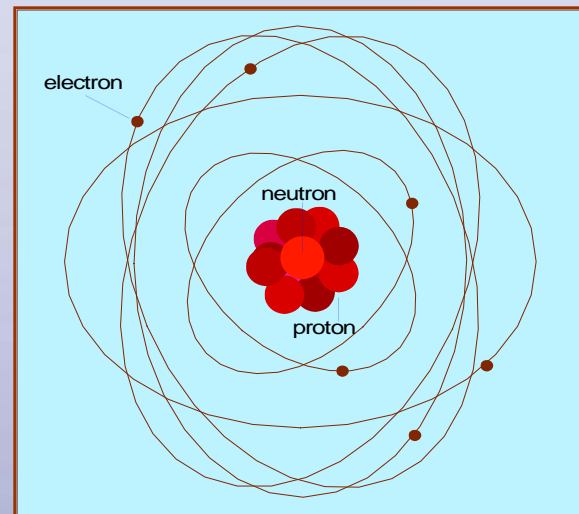
- Haskell Barker, Project Manager
- Eric Holland, Lead Programmer
- Fred Freeman, Training Director
- Richard Alvarez, Help Desk

(760) 247-0217



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Key RMS System Interfaces



RMS-CEFMS: Interfaces w/CEFMS on progress payments & project finances.

Upward Reporting: RMS provides key status information and project/contract information to PM at District HQ. Further, RMS feeds HQUSACE & customers via P2 Connections.

RMS-Contractor NAS (SDEF): Import contractor's schedule from commercial network analysis system (Primavera P3).

RMS-CCASS: Contractor evaluations are uploaded to CCASS electronically from RMS.



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RMS User Access



Access to RMS requires user id and two passwords (User id, LAN, and Oracle passwords). All permissions within RMS are set and controlled by the Contract Administration Branch (CAB).

- Primary POC is Enter Contact Name and Number Here
email: Enter Contract Email Address Here
- Alternate POC is Enter Contact Name and Number Here
email: Enter Contract Email Address Here



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HOME is the
contracts
control center.

Step 2, you have the option of
displaying all the contracts in an
office or selected (active, future,
completed contracts) contracts
for the individual office selected.

Home

Resident Management System

File Help

Home Summary Office Local Library District Library System Library

Overview Reports Exit

Contracts - Ft Sam Houston Resident Office

USACE

- Albuquerque District
- Sacramento District
- Southwestern Division
 - ECSD (USACE Support to DHS)
 - Little Rock District
 - Tulsa District
- Fort Worth District
 - Fort Bliss Program Office
 - Joint Program Man. Office
 - Medical Area Office
 - San Antonio Area Office
 - Ft Sam Houston Resident Office**
 - Lackland Resident Office
 - Laughlin Resident Office
 - Remote Project Office
 - Central Texas Area Office
 - Eastern Area Office
 - North Texas Resident Office
 - MEDCOM Support Team, Ft Worth
- Contracts Not Assigned to Office

☐ Include Contracts of Sub-Offices
☒ Display Contracts with Access Denied

Add Edit Delete Find Archive Active Contracts

Contract ID/No	Contract Title
W9126G-04-C-0032 NA	Randolph Physical Fitness Center
W9126G-04-C-0038 NA	Upgrade PMEL Lab, H 63
W9126G-04-D-0026 0008	Renovate Historic Bldg. 2001
W9126G-04-D-0027 0004	Replace Latrines
W9126G-04-D-0027 0005	Misc Range Projects
W9126G-04-D-0029 0017	Renovation of Rooms, Bldg. 3631
W9126G-05-C-0007 NA	Eagle Pass Border Patrol Station
W9126G-05-C-0036 NA	General Instruction Building
W9126G-06-C-0054 NA	Replace Windows, Bldg 2791
W9126G-06-D-0057 0001	RTCL & Wiggins Storage Bldg
W9126G-06-D-0057 0002	Design/Construct Storage Bldg. 604
W9126G-06-D-0057 0003	Design/Construct Building 37
W9126G-06-D-0057 0004	Design/Construct Lift Charging Fac
W9126G-06-D-0057 0005	Power & HVAC Conn. Bldgs. 101,102,103
W9126G-07-C-0005 NA	Eagle Pass Security Enh. Projects
W9126G-07-C-0016 NA	Del Rio BPS & Vicinity
W9126G-07-C-0021 NA	Bracketville Fence & Gate

Step 1, select the
appropriate office.

Step 3, double click the
appropriate project or
single click then click "edit".



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Administration Tab

RMS Contract Menu - [M2000768] W9126G-05-C-0036 NA General Instruction Building

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Administration

- Contract Description
- Contract Status
- Contract Setup
- Contract Plans
- Correspondence
- User Defined Entries
- Prime Contractor
- Subcontractors
- Contractor Insurance
- Contractor Payrolls
- Labor Interviews

Red indicate CAB responsibility during project setup.

Blue are the primary tools and responsibility of the RO Team.

These should come from the Contractor through QCS.



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Administration – Contract Status

1) click on
contract status to
get to this screen.

2) Status / Issues Tab.

3) Select contract status
and delay codes.
Include a short remark.

4) Change the **Remarks**
as of date even if
nothing has changed!!

5) Use Microsoft Word to edit
large paragraphs and then cut
and paste here.

RMS Contract Menu - [M2000768] W912600036 NA General

File Help

Home Administration Finances W/QC Submittals Schedules Closeout Export Overview Reports

Administration - Contract Status

[Contract Description](#)
[Contract Status](#)
[Contract Setup](#)
[Contract Plans](#)

[Correspondence](#)
[User Defined Entries](#)

[Prime Contractor](#)
[Subcontractors](#)
[Contractor Insurance](#)
[Contractor Pay](#)
[Labor Inter](#)

Status / Issues Milestones Schedule Monthly Progress

Active Contract

Contract Status U - Construction Underway - On or Ahead of Schedule

Primary Delay Code D0 - NO CURRENT PROBLEMS (ALL PHASES)

Remarks Contractor has aggressive completion schedule to minimize any delay in BOD

RMS Contract Issues - Customer Issues/Remarks as of 06/01/2007

Edit Pre-Final Inspections have been conducted for Architectural Levels I & II, Fire Alarm, Elevator, Plumbing, Mechanical, MNS. Contractor's completion schedule reflects a completion date on June 24, 2007. HVAC Commissioning completed June 1st. Endurance test commenced.

RMS Contract Issues - USACE

Edit Pre-Final Inspections have been conducted for Architectural Levels I & II, Fire Alarm, Elevator, Plumbing, Mechanical, MNS. Contractor's completion schedule reflects a completion date on June 24, 2007. HVAC Commissioning completed June 1st. Endurance test commenced.



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Administration – Correspondence

2) Click "Add".

1) click on
Correspondence
to get to this
screen.

3) Select the type of
correspondence to add.

RMS Contract Menu - [M... 68] W9126G-05-C-0036 NA C
File Help

Home Administration Finances QA/QC Subm

Administration - Correspondence

[Contract Description](#)
[Contract Status](#)
[Contract Setup](#)
[Contract Plans](#)
[Correspondence](#)
[User Defined Entries](#)

[Prime Contractor](#)
[Subcontractors](#)
[Contractor Insurance](#)
[Contractor Payrolls](#)
[Labor Interviews](#)

Add Edit Delete

Letters Received

Dated	Letter No.	Subject	Answer Due	Date Answered
03/24/2004	A/E-0001	From REES- 1 set of Revised Record Drawings reproduc		
10/07/2005	H-0001	Addressed to Contracting Officer: L. Buford. re: mistakes	10/18/2005	
11/10/2005	H-0002	Authorizations Letter for Senior Project Manager: Glenn D		
11/10/2005	H-0003	C&S Program submitted	10/10/2005	11/29/2005
11/10/2005	H-0004	Qualification for Elevator Inspector: Statement per Spec		
11/18/2005	H-0005	90-day Preliminary Schedule	12/12/2005	11/30/2005
11/14/2005	H-0006	Accident Prevention Plan & Hazard Anal	12/14/2005	11/29/2005
11/14/2005	H-0007	Environmental Protection Plan & SWP3 Plan		12/21/2005
11/28/2005	H-0008	Quality Control Plan (amended sections)		

A/E-0001 Letter from Architect/Engineer - Unresolved

From REES- 1 set of Revised Record Drawings reproducible mylar originals, 1 set of Revised Record Drawings Blueprints, 1 set of COE approved "As-Built" Drawing Blueprints, 2-CD containing the CADD files of the Revised Record Drawings with a Readme.txt file verifying the files have been scanned for viruses

No Answer required

Note sequential numbering.



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Administration – Correspondence

RMS Contract Menu - [M2000768] W9126G-05-C-000000 Construction Building

Correspondence Entry

Close

C-0016

Letter C-0016 to Contractor

Letter Dated 06/30/2006

☐ Does letter C-0016 require an answer ?

☐ Unresolved Issue

Outgoing Status

- ☐ Draft Letter not completed
- ☐ Draft Letter Completed
- ☐ Draft Letter Approved
- ☒ Letter Sent

Letter Generation

- Generate Letter
- Import Letter
- Edit Letter
- Delete Letter

C-0016 Brief Summary

Mechanical QC Representative Qualifications.

Edit

C-0016 Answer

Dated 04/26/2006

Select

Edit

Remove

Correspondence

Letter Answered

OK

Cancel

Click to select a letter already in the system.



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Administration – Reports

1) Click on Reports....

2) Administrative Reports menu.

3) Types of administrative reports available...

RMS Contract Menu - [M2000768] General Instruction Building

File Help

Home Administration Finance QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Administration - Correspondence

[Contract Description](#)
[Contract Status](#)
[Contract Setup](#)
[Contract Plans](#)
[Correspondence](#)
[User Defined En](#)
[Prime Contracto](#)
[Subcontractors](#)
[Contractor Insur](#)
[Contractor Payr](#)
[Labor Interviews](#)

Report Menu

Contract Summary Office Library

Contract Reports Administration

Administration
[Finances](#)
[QA / QC](#)
[Submittals](#)
[Schedules](#)
[Contract Closeout](#)

[Contract Status Sheet - Contract Level](#)
[Contract Status Sheet - By Phase](#)
[Correspondence Subject and Status](#)
[Correspondence Subject Listing](#)
[Correspondence Draft Letters](#)
[Requests for Information](#)
[Outstanding Request For Information](#)
[List of Contractors](#)



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Correspondence Reports

Correspondence Subject Status Report Options

Preview Print Close

Correspondence - Subject and Status

Status Outstanding Letters
Range RFP's to Contractor
Date All Dates
Sort Letter Date

Status

☐ All
☒ Outstanding Letters
☐ Outstanding Letters due in Days
☐ Overdue Letters

Range

☐ All
☐ Letters to Government
☐ RFI's to Government
☐ Letters to Contractor
☒ RFP's to Contractor
☐ In-house Memo
☐ Other Agency Letters
☐ Selected Agency Letter(s)
☐ Unresolved Issue Letters
☐ Selected Change Request(s)
☐ Selected Action By Assignee(s)
☐ Keyword Search _____

Date

☒ All Dates
☐ Dates thru

Sort

☒ Letter Date
☐ Letter Due
☐ Letter Answered
☐ Letter No
☐ Agency Code

1) Click on
Outstanding Letters...

4) Click preview...

2) Click RFP's to
Contractor.

3) Customize sort and
date criteria.



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Correspondence Reports

RMS Print Preview

Page 1 of 1

Print Export Close

Correspondence Subject and Status

25 Jun 2007

General Instruction Building
W9126G-05-C-0036 NA

Ft Sam Houston Resident Office

US Army Corps of Engineers

Dated	Letter	Subject and Status
06/01/2006	RFP-0007	Request For Proposal for MU007 - Changes in Ceiling Heights -Answer Required - Due Date: 06/08/2006
02/12/2007	RFP-0013	RFP MU013 - Return Air Room 135 -Answer Required - Due Date: 03/05/2007
02/12/2007	RFP-0022	RFP MU022 - Add Metal Ceilings At Exterior Porches -Answer Required - Due Date: 03/15/2007
01/01/2007	RFP-0028	RFP MU028 - Change Door 101 to Match Door 102A -Answer Required - Due Date: 03/08/2007
03/08/2007	RFP-0026	RFP MU026 - Add Drain & Elect Power at Sterilizers -Answer Required - Due Date: 03/15/2007
03/12/2007	RFP-0025	RFP MU025 - Backflow Preventers -Answer Required - Due Date: 03/19/2007
03/16/2007	RFP-0033	Request For Proposal for MU033 - Electrical Changes in Comm Rooms -Answer Required - Due Date: 03/23/2007
03/30/2007	RFP-0034	RFP MU034 - Electrical Room Ventilation -Answer Required - Due Date: 04/06/2007
05/25/2007	RFP-0041	Request For Proposal for MU041 - Fire Rated Walls at Electrical Rooms -Answer Required - Due Date: 06/01/2007
05/25/2007	RFP-0042	Request For Proposal for MU042 - Provide Safety Rails on Retaining Walls -Answer Required - Due Date: 06/01/2007

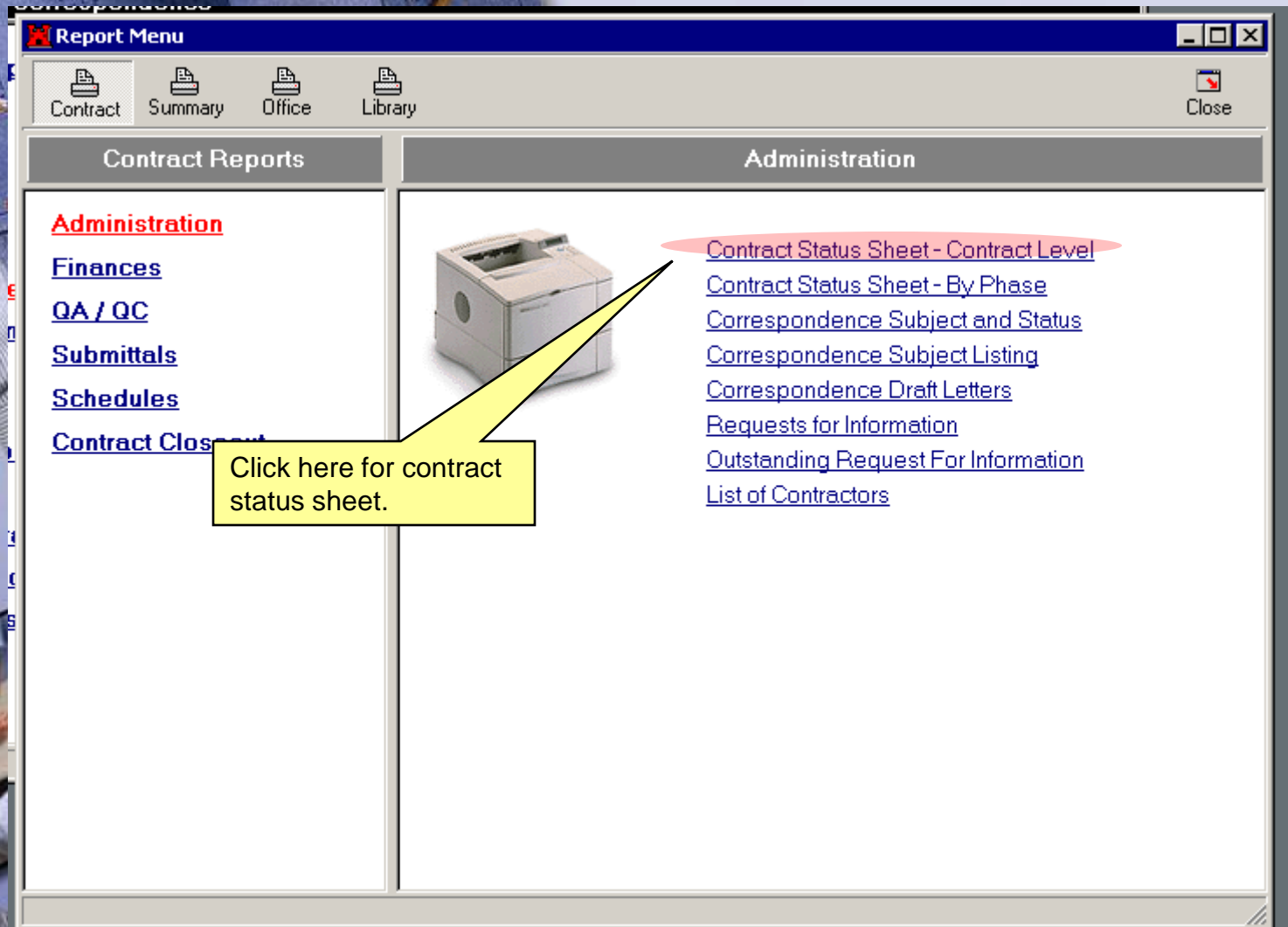
"Answer Required"
check creates this
status and due date.

Print, export, or
close the report...



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Contract Status Report





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Project Description.
Source: Project Setup.

Contract Amount.
Source: Finances.

Project Funding.
Source: Finances/Setup.

Progress.
Source: Schedule/Finances.

Project Status.
Source: Administration.

Contract Status Report

25 Jun 2007

General Instruction Building
Contract No. W9126G-05-C-0036
Fort Sam Houston, Texas

Description

Construction of a 52,000 square foot split level General Instruction Building. Project includes a general instruction, administrative, mock clinic, and classroom space. Special foundation includes a excavation of spanative soil, replacement with structural fill, with grade beam on pier foundation. Supported slabs on concrete T's are used and the structure is a braced frame.

Contractor - Satterfield & Pontik
 Architect - Fort Worth District In-House Design Team

Contract

Award Contract	\$10,765,000.00
Prim Modifications	\$479,351.82
Current Contract	\$11,247,351.82

CONTRACT COST GROWTH 4.5%

CONTRACT MODIFICATIONS

Funding

Original C/A/E	\$11,883,060
Current C/A/E	\$12,294,857

CONSTRUCTION WORKING ESTIMATE

CURRENT CONTRACT AMOUNT	\$11,247,352
PENDING CHANGES	\$9,739
CONTINGENCY	\$17,343
S&A	\$542,582
MGT RESERVE	\$0
OTHER	\$377,242

Progress

Actual NTP	20 Oct 2005
Original Required Completion	24 Mar 2007
Current Required Completion	24 Jun 2007
Scheduled Construction Completion	24 Jun 2007
Scheduled EOD	30 Jun 2007

CONTRACT TIME GROWTH 17.7%

CONSTRUCTION PROGRESS

CONTRACT DAYS-520 days TIME EXTENSION-92 days

Status

STATUS AS OF 1 Jun 2007

Pre-Final Inspections have been conducted for Architectural Levels 1 & 2, Fire Alarm, Elevator, Plumbing, Mechanical, and MNS. Contractor's completion schedule reflects a completion date on June 24, 2007. HVAC Commissioning completed June 1st. Endurance test commenced.

Page 1 of 1

Status "As Of"



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Finances Tab brings
you to this screen.

Finances

Finances

- [CEFMS Finances](#)
- [Recompute Finances](#)
- [Award CWE](#)
- [Award CLINS](#)
- [Current CLINS](#)
- [Pay Activities](#)
- [Progress Payments](#)
- [Contractor Claims](#)
- [Contract Changes](#)
- [Contract Modifications](#)
- [CWE Changes](#)
- [Contingency](#)
- [Current CWE](#)

Primary Functions Used by the RO Team...

- Progress Payments
- Contract Changes
- Contract Modifications

Specific instruction on these functions will be given in the future AOU classes on pay estimates and contract changes.



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QA/QC Tab brings
you to this screen.

QA / QC

RMS Contract Menu - [M2000768] W912... 05-C-0036 NA General Instruction Building

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

QA/QC

[QA/QC Daily Reports](#)
[QA/QC Summary](#)

[Features of Work](#)
[3 Phase Inspections](#)
[Hazard Analysis](#)
[QC Requirements](#)
[Equipment Checks](#)
[Exposure Hours](#)

[Required Verifications](#)
[QA Tests](#)
[Planned Interviews](#)

Primary Functions Used by the RO Team...

- Daily Reports
- 3 Phase Inspections
- QA Tests

Specific instruction on these functions will be given in the future AOU classes on QA documentation.



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Submittals

Submittal Tab brings
you to this screen.

The screenshot shows a web application window titled "RMS Contract Menu - [M2000768] W9126G-05-C-0001A General Instruction Building". The interface includes a menu bar with "File" and "Help", and a navigation pane with buttons for "Home", "Administration", "Finances", "QA/QC", "Submittals", "Schedules", "Closeout", and "Import/Export". On the right, there are icons for "Overview" and "Reports". The "Submittals" section is active, displaying a list of links: "Specification Sections", "Submittal Register", "Transmittal Log", "Transmittals in Review", and "Submittal Reviewers". A red arrow points to the "Transmittal Log" link. To the right of the links, the text "Primary Functions Used by the RO Team..." is followed by a bulleted list: "• Transmittal Log" and "• Transmittals in Review". Below this list, a paragraph states: "Specific instruction on these functions will be given in the future AOU classes on Submittals."

Submittals

- [Specification Sections](#)
- [Submittal Register](#)
- [Transmittal Log](#)
- [Transmittals in Review](#)
- [Submittal Reviewers](#)

Primary Functions Used by the RO Team...

- Transmittal Log
- Transmittals in Review

Specific instruction on these functions will be given in the future AOU classes on Submittals.



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Home

Schedules Tab brings
you to this screen.

RMS Contract Menu - [M2000768] W9126G-05-C-0036 NA General Construction Building

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Schedules

- Milestone Schedule
- Placement Schedule
- Activity Schedule
- Feature Schedule

Primary Function Used by the RO Team...

- Milestone Schedule

Specific instruction on this function will be given in the future AOU classes on Scheduling.



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Closeout Tab brings
you to this screen.

Project Closeout

RMS Contract Menu - [M2000768] W9126G-05-C-0036 NA General Instruction Building

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export

Overview Reports

Closeout

[Real Property](#)

[Transfers - DD1354](#)

[Requisitions - DD1149](#)

[Contractor Evaluation](#)

[Warranty Inspections](#)

Primary Functions Used by the RO Team...

- 1354
- Contractor Evaluation

Specific instruction on these functions will be given in the future AOU classes on Closeout and Contractor Evaluations.



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Import Tab brings
you to this screen.

Import / Export

RMS Contract Menu - [M2000768] W9126G-05-C-0036 NA General Instruction Build

File Help

Home Administration Finances QA/QC Submittals Schedules Closeout Import/Export Overview Reports

Import/Export

- [QCS](#)
- [QAS](#)
- [P2](#)
- [Submittal Register](#)
- [NAS \(SDEF\)](#)
- [Excel Mods List](#)

Primary Function Used by the RO Team...

- QCS Imports

Specific instruction on these functions will be given in the future AOU classes on QCS.

Contractor uses this area to load the submittal register and the project schedule.



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Summary



Training Objectives:

- Where to Find RMS Help and Technical Resources
- Provide an Overview of the RMS Program
- Provide Detailed Training on the Administration Tab
 - Project Status Update
 - Correspondence Management
 - Basic Administrative Reports